OSD
OPERATIONAL SERVICES DIVISION

Job Aid:
How to Add Bidder Notification for a Bid Posting

This Job Aid shows how to:

- Add Bidder Notification to a Bid
- Generate an email notification to the selected Bidders in COMMBUYS

Of Special Note:

COMMBUYS has functionality that enables the buyer to select all vendors who have registered in COMMBUYS and who have designated specific UNSPSC codes for their Vendor profile. If you have already issued a bid and did not select vendors to notify of the Bid opportunity or need to add additional vendors to notify, please utilize this Job Aid. Email notification of bid opportunities in COMMBUYS now requires the buyer to indicate the Vendors/Bidders who will receive an email bid notification. This step is taken on the Bidders screen of a Bid.
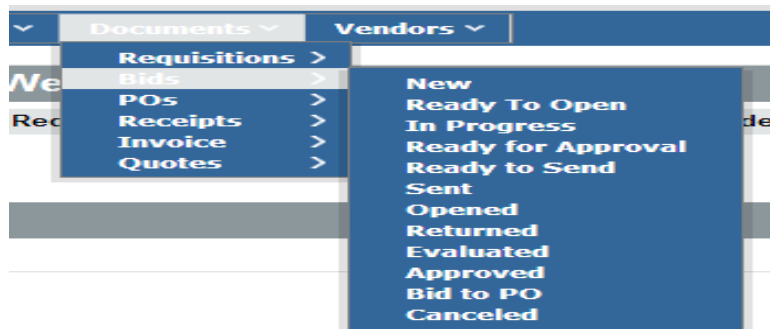
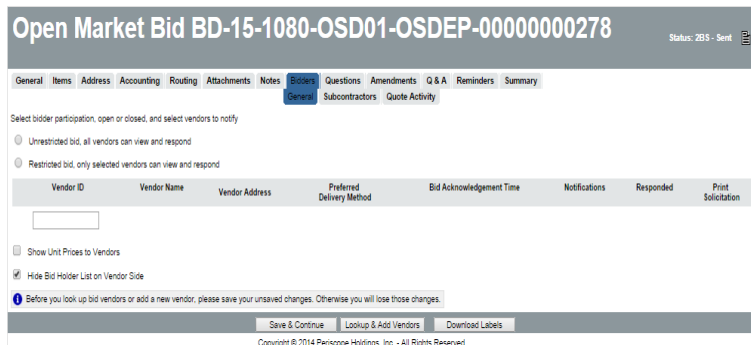| Screenshot	Directions
	1. Launch the COMMBUYS website by entering the URL https://www.commbuys.com/bso/ in the Browser Enter your **Login ID** and **password**; click the **Login** button
	2. From the Navigation Bar, locate your BID from the Documents Dropdown or use the advanced search icon To send notification, the Bid can be in the following status: • **In Progress** • **Ready for Approval** • **Ready to Send** • **Sent** (even after the Bid has been posted "Bidders" can be added and notified by following the next steps)

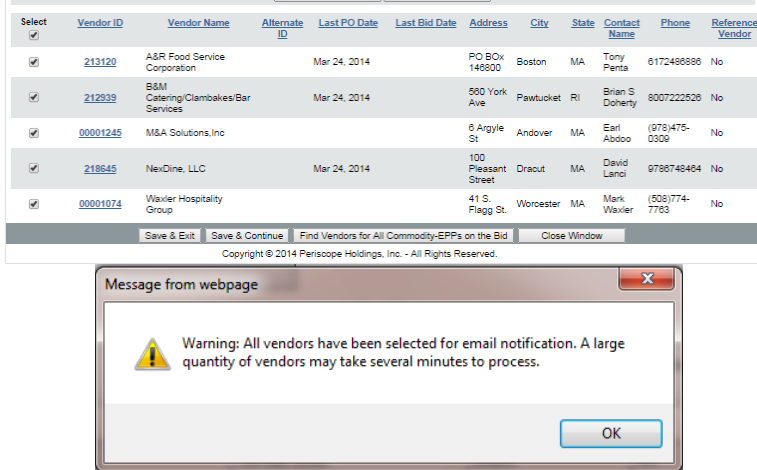| Screenshot	Directions
Open Market Bid BD-15-1080-OSD01-OSDEP-00000000278 Status: 2BS - Sent General Items Address Accounting Routing Attachments Notes **Bidders** Questions Amendments Q & A Reminders Summary General Subcontractors Quote Activity Select bidder participation, open or closed, and select vendors to notify ○ Unrestricted bid, all vendors can view and respond ○ Restricted bid, only selected vendors can view and respond Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method	Bid Acknowledgement Time	Notifications	Responded	Print Solicitation ☐ Show Unit Prices to Vendors ☑ Hide Bid Holder List on Vendor Side ⓘ Before you look up bid vendors or add a new vendor, please save your unsaved changes. Otherwise you will lose those changes. Save & Continue	Lookup & Add Vendors	Download Labels Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.	**3.** Once you find and open the Bid, click the **Bidder's Tab.** The Bidder's General Sub Tab opens by default. ***Note:*** *In this example the Bid is in "sent" status and has been posted in COMMBUYS without selecting or notifying Bidders. Unlike Comm-PASS, you must select vendors/bidders in order for them to receive an email notification.* If this is an open Bid choose the **Unrestricted bid.** This will allow all vendors to view and respond. Select the **Lookup and Add Vendors** button to add bidders and to notify vendors via email of a Bid posting.
Search Using: ALL of the criteria ▾ Find It Clear Search Fields: Vendor ID	Vendor Name Vendor Tax ID	Show ☐ Vendor Legal Name Vendor Keyword	Alternate ID ZIP Code	County State ▾ ☐ Emergency Suppliers	☐ Reference Vendor U N S P S C Segment-Family ▾ U N S P S C Class ▾ U N S P S C Keyword General Acknowledgement Yes DUNS Number This is my DUNS number Environmentally Preferred Products or Services (EPP) No ▴▾ MBE Certified Not Certified ▴▾ Are you interested in partnering as a Prime/Sub contractor? No ▴▾ SDVOBE Certified Not Certified ▴▾ SDO certified Not Certified ▴▾ Business Structure Sole Proprietorship ▴▾ Business Type Business Enterprise (for-profit) ▾ WBE Not Certified ▴▾ Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10 Find It Clear Find Vendors for All Commodity-EPPs on the Bid	Close Window Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.	**4.** The **Lookup and Add Reference Vendors** screen displays. Scroll to bottom of the screen and select **Find Vendors for All Commodity-EPPS on the Bid** button. COMMBUYS automatically matches the vendors who have correctly registered with UNSPSC codes and their email to the Bid. Buyers can also add vendors by name and also use the other search parameters listed, SDO, SBPP, etc. Filter as appropriate.

Screenshot	Directions

5. All vendors from the search display in the header.

To Select all vendors. Check Select box in the header to select all vendors listed. ***(This is best practice for adding multiple vendors, specifically for those who are subject to procurement requirements)***

Once the vendors have been selected, choose the **Save & Exit button.**

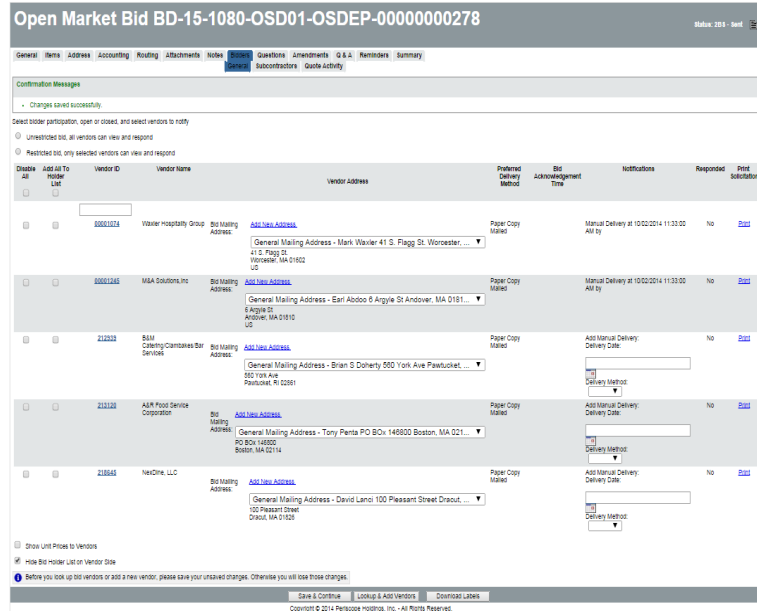A dialog message like the one shown here displays when selecting a large number of vendors.

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6. After selecting the vendors, the **General Bidders** screen appears listing the Vendor ID, Vendor Address and the Preferred Method of Delivery.

The process in Steps 3-5 can be repeated multiple times to ensure that vendors with different commodity codes relevant for your bid are included. COMMBUYS will create a combined notification list of all vendors you select through multiple vendor searches. If a vendor appears multiple times, COMMBUYS will keep the vendor's name on the list once to avoid duplicate notification.

For "sent" Bids:
- COMMBUYS will ask how you want to notify each vendor – simply select the contact date (the date you would like them to receive notification) and method for each vendor you wish to add (email)
- Once you have added vendors and notification information, it is best practice to issue an amendment to the original Bid and include the following message: "Issued additional Bidder notification about this Bid." This amendment will trigger an email notification to all vendors listed on the Bid, including those who received previous notifications or if they were previously listed as Bidders.

Next click **Summary tab**

Screenshot	Directions
	7. On the summary tab, there is now a **Bidders** field in the middle of the Header Information. If you have already issued a bid, which would be in "sent" status, and did not select vendors to notify of the Bid opportunity or need to add additional vendors to notify, you have now added Bidders you can stop at this step.
	8. Review the **Item Information section** of the Summary tab to ensure correct UNSPSC codes were added. Click the **Submit for Approval** button at the bottom of the Summary Tab if this Bid has not been posted. If the Bid is in a "sent" status you will not need to submit this for approval.
	9. Once the Bid has been approved, open it back up to the **Summary** tab and scroll to bottom to Send the Bid. The Buyer will have two options under **Send Bid Actions:** • Option 1: COMMBUYS defaults to **Change Bid status to 'sent' and notify vendors.** Best practice is to keep the default (Option 1) • Option 2: Change bid status to **"Sent"** only: **does not send email notification to Bidders** Click **Send Bid** button. The document status changes to **2BS 'Sent'** status.